



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-13

17 March 2006

**ADDITIONAL IDENTICAL AND UNDERSTUDY PROGRAM FLEXIBILITIES
Expires 16 March 2007**

1. Recently there have been inquiries concerning the qualification requirements for temporary promotion. This TAAI provides interim policy guidance pending inclusion into a California National Guard Full-time Personnel Regulation or Handbook. This TAAI expires one year from date of issuance.

2. **Basic Requirements.** Before filling a position, it is imperative to insure the position is properly authorized, funding is available and the position is not scheduled to be abolished or changed through reorganization or other management action. The supervisor is responsible for ensuring that the duties and responsibilities are current and accurate. The Directorate for Human Resources will ensure the position description is current and authorized.

3. **Additional Identical (AI).** Additional Identical, also known as over-hire positions, may be established for temporary periods up to 120 days. An AI beyond 120 days has the potential to impact the classification of the position and therefore is not authorized. The term "over-hire authority" refers to an action to provide an additional space to those currently authorized on the ANG manning document or identified as an ARNG requirement. These positions **must be identical** to those on existing manning/requirements documents and are funded through existing manpower authorizations (funding).

4. **Understudy Authority.** The use of "understudy authority" is intended to provide management the authority to establish a temporary position designed to ensure program continuity when it becomes necessary to provide a transitional period for a technician who has been selected for a key managerial position. When using this authority, management may select, through merit placement procedures, a fully qualified individual who will understudy (learn program nuances, personal contacts, etc.) the current incumbent for a short period of time immediately prior to his/her established departure date.

NOTE: It is improper to use an "additional identical" position for an understudy. The term "additional identical" refers to a position (description) which suitably describes identical work being performed by more than one person. The grade controlling duties; i.e. major program issues and final decision making authority; cannot be shared between the principal and the **understudy**.

5. **Procedures.** When implementing these authorities, the following procedures are to be observed:

- a. The Requesting Organization will:

TAAI 06-13, dated 17 March 2006

SUBJECT: Additional Identical and Understudy Program Flexibilities

(1) **Additional Identical:** Forward the SF-52, Request for Personnel Action, or the CNG Form 690-2, Nomination of Technician Employment, and include justification for use of AI authority (i.e. extended illness, school, pending retirement, etc, of current incumbent) and dates of requested additional identical position.

(2) **Understudy:** When the SF-52, Request for Personnel Action, requesting the vacancy announcement is forwarded to HRO the justification for use of understudy authority must be included. Requesting Organization will coordinate with the Classification Specialist in preparing a Statement of Difference (SOD) which will correctly describe the duties and responsibilities.

(3) As with all Requests for Personnel Action, prior approval by the Human Resources Directorate is mandatory before the effective date can be set.

b. The Directorate for Human Resources will:

(1) Establish a temporary position to accommodate the over-hire additional identical for a period not to exceed 120 days, or understudy for a short period of time immediately prior to the incumbent's established departure date.

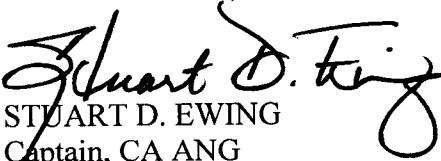
(2) Prepare a Statement of Difference (SOD) which describes the duties and responsibilities of the understudy position.

(3) Ensure the duty description is consistent with duties performed, and the final grading is **less** than the full performance level of the job being understudied. This is necessary because the two positions cannot have the same level of program authority.

(4) Ensure the understudy position is filled as required by the State Merit Placement Plan and the person selected meets the officially established qualification standards for the target position.

(5) Ensure that, if the individual selected for the understudy position is at a lower grade than the position to be filled, the "understudy" does not assume full performance level duties (or be promoted) until the target job is vacated.

6. Direct questions concerning this TAAI to Ms. Barbara Chiodo at DSN 466-3491 or (916) 854-3491; Ms. Roberta Barajas at DSN 466-3359 or (916) 854-3359; or TSgt April Mosher at DSN 466-3598 or (916) 854-3598.


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